University of Massachusetts at Boston

Division of Continuing Education

UMB 1-20

Inexpensive Justice

A National University Teleconference Network Workshop

Sponsored by:
The Small Business Administration
The Smaller Business Association of New England
The Massachusetts Small Business Development Center
The Rhode Island Small Business Development Center
The Office of Educational Telecommunications

November 15, 1983
11:30 a.m. to 4:30 p.m.

Your Choice of Simultaneous Participation Sites:

- Boston, Massachusetts
- Northampton, Massachusetts
- Worcester, Massachusetts
- Providence, Rhode Island

10/83

Inexpensive Justice through Small Claims Court

Bad Debts are Expensive.

Here's a way to collect on bad debts, without a lawyer, and save money. Whether you're a businessman, a property owner, a tenant, or a consumer, you are bound to encounter injustices. Overdue accounts, bad checks, faulty merchandise, minor accident claims, and landlord-tenant disputes are all part of life.

Justice can be Inexpensive.

"Inexpensive Justice" is a practical half-day teleconference workshop for non-lawyers. The workshop will familiarize you with the small claims court system, through which citizens may sue in civil cases without employing a lawyer. All relevant aspects of conducting your own claims case will be presented in a non-technical manner. The workshop will include a color videotape showing of a small claims case from start to finish. You'll also receive a booklet with step-by-step instructions. You should know that the maximum for small claims judgments in many states is $500, and that you can make use of small claims court as often as necessary.

"Inexpensive Justice" will teach you:

- specifics about your state court laws;
- how to complete and process necessary forms;
- how to prepare a case and present it during a trial;
- what to expect during the trial;
- methods of collecting after winning your case.

"Inexpensive Justice" will provide:

- contact with national and local experts;
- information in non-technical terms;
- a valuable "how-to" book with step-by-step instructions;
- a case preparation check list.

The Workshop

Program

November 15, 1983
11:30 a.m. to 4:30 p.m.

- *Introduction*
- *The American Court System and Small Claims Courts*
  - — Judicial System Structure
  - — Trial Courts
  - — Appellate Court
  - — Substantive and Procedural Law
  - — Small Claims Court
- *Specifics on Your State's Small Claims Court*
  - — History of your Court
  - — Limits and Fees
  - — Restrictions (if any) on Types of Plaintiffs, Cases, or Number of Cases
  - — Locations of your Court, Hours, Telephone Numbers
  - — Assistance from Court Clerks
- *Simulated Trial of Small Claims Court Case*
- *Analysis of Key Points in Simulated Trial; Participants' Interaction*
- *Interviews with Nationally Recognized Experts*
- *Break*
- *A Practical Checklist for Handling Your Small Claims Case*
- *Local Specifics*
  - — Filing Fees
  - — Docketing Cases
  - — Collection of Judgments
  - — Questions and Answers

On-Site Resources

At each program site a knowledgeable representative of small business will be your host. A practicing small claims court judge will provide pertinent information and answer questions about small claims procedures in your region.

Experiencing New Technology

By enrolling you will benefit from the "hands-on" experience of using the nation's newest teleconferencing system. Over 70 of the nation's most prominent universities now participate in the National University Teleconference Network (NUTN); UMass/Boston is a founding member. The first-of-its-kind independent satellite teleconferencing network, NUTN removes geographical and financial restraints that have previously limited information sharing among universities, professionals, and the general public. NUTN serves more than two thirds of the United States. Portions of "Inexpensive Justice" involving national resources and materials will be received, via satellite, at the various sites simultaneously.

Who Offers the Workshop?

The Sponsors

The workshop is presented by Oklahoma State University (OSU) and is sponsored by UMass/ Boston's Office of Educational Telecommunications (OET), the Small Business Administration (SBA), the Smaller Business Association of New England (SBANE), the Massachusetts Small Business Development Center (MSBDC), and the Rhode Island Small Business Development Center (RISBDC). OSU is the home office of the National University Teleconference Network and has many years' experience in the production of major media events. OET has been created to use telecommunications technology to expand the educational and community services offered by UMass/Boston. SBA provides small businesses with financial assistance, management counselling, and training, as well as guidance in obtaining and managing government contracts. SBANE, the nation's oldest regional small business association, provides its members with educational services and opportunities for input into governmental policies at the national level. MSBDC and RISBDC provide one-on-one counselling for small businesses, as well as educational courses, seminars, and workshops, within their respective states.

The Speakers

Dr. Robert Spurrier, Jr., is Professor of Political Science and Assistant Director of the Arts and Sciences Extension at Oklahoma State University. He is author of *Inexpensive Justice: Self-Representation in Small Claims Court* as well as other books and articles on the American judicial system. Dr. Spurrier is recognized not only for his extensive research, but also for his teaching talents, having received four "outstanding teacher" awards at OSU as well as two honors for outstanding counseling and advising of students. Since 1980, Dr. Spurrier has conducted 57 "Inexpensive Justice" workshops to acquaint business and professional people with the small claims court system and the ways in which it may be used to increase revenues. Dr. Spurrier will be assisted in his national presentation by: Judge *Arthur Lory Rakestraw*,

a participant in the American Bar Association's National Conference on Minor Disputes Resolution; and *Winfrey Houston*, Chairman of the American Bar Association Standing Committee and former president of the Oklahoma Bar Association.

Special Guest Moderators

At the Boston site:

Herbert L. Lyken, Associate Professor of Accounting and Finance, College of Management, University of Massachusetts at Boston. Prof. Lyken earned his MBA from Harvard and is a CPA. He plays an active role in UMass/Boston's Small Business Institute, which is supported by the Small Business Administration. Prof. Lyken has been employed by the Federal government (as a loan officer for the SBA and as a tax agent), by John Hancock Mutual Life Insurance, and by Polaroid.

At the Northampton site:

John F. Ciccarelli, Director of the Massachusetts Small Business Development Center (MSBDC). The MSBDC has regional offices in Boston, Lowell, Fall River, Worcester, and Springfield; it is partially funded by the U.S. Small Business Administration and the Massachusetts Department of Commerce and Development through the School of Management at UMass/Amherst.

At the Worcester site:

Arthur E. Chase, Treasurer of the Chase Paper Company. Mr. Chase, with his brother Lewis Chase, received the Massachusetts Small Businessman of the Year Award for 1973. His company was started with $100 in capital and grew with assistance from the Small Business Administration. The company now runs one of the most modern thermographic printing plants in the U.S., specializing in commercial and social stationery. Chase Paper printed the official invitations for President Reagan's inauguration and has recently produced stationery for Gloria Vanderbilt, Joe Namath, The Philadelphia 76ers, Jane Fonda, and Bill Blass.

At the Providence site:

Douglas H. Jobling and *James Hague*. Mr. Jobling is Director of the Rhode Island Small Business Development Center (RISBDC). The RISBDC provides consultants and training programs to small businesses throughout the state. Mr. Hague is District Director of the Rhode Island Office of the Small Business Administration. The SBA provides small businesses with financial assistance, management counseling, and training, as well as assistance in applying for government contracts.

Reservation Form*

Inexpensive Justice

Site Attending:

○ Boston, MA
○ Worcester, MA
○ Northampton, MA
○ Providence, RI

○ Yes, I want to attend the workshop. Please reserve a place for me ($70.00 per person).
○ Please also reserve for me a copy of *Inexpensive Justice* ($9.50).
○ I have enclosed a check or a credit card or purchase order authorization for $_____ .
○ I cannot attend, but please send me information on upcoming seminars.

Name _____

Address _____
number & street city

_____
zip state

Soc. Sec. No. _____

Organization _____

Title _____

Phones ( ) _____
home

( ) _____
business

Method of Payment:

○ Check (enclosed) payable to
University of Massachusetts at Boston—Continuing Education

○ MasterCard
○ VISA

_____
account no. expiration date

_____
customer name (please print)

_____
customer signature

○ Bill company.

_____
company name, address

_____

_____
purchase order no. authorized signature

Return this form with payment by November 11, 1983, to:

University of Massachusetts at Boston
Division of Continuing Education, Box OET
Harbor Campus
Boston, MA 02125

* **Please see the next panel for further information about reserving a place at the workshop.**

Please Note:

Fees and Deadlines

The workshop fee is $70.00 per person. This fee covers all program activities and handouts, as well as a light lunch. A useful accompanying textbook for the workshop is *Inexpensive Justice: Self-Representation in Small Claims Court*, by the workshop leader, Dr. Robert Spurrier, Jr. To have a copy of this book set aside for your workshop site, add $9.50 to your reservation payment. The reservation form must be returned with payment by November 11, 1983. Cancellations and requests for refunds must be made by November 8, 1983.
For further information about the workshop, call OET at 617-929-7271.

Registration by Telephone

It is possible to register for the workshop by telephone, using MasterCard or VISA. To do so, call (617) 929-7900.

Directions to Sites

The *Boston* site is the Healey Library on UMass/Boston's Harbor Campus. By car: take the Southeast Expressway to Exit 17 and follow the signs. On the MBTA: take the Red Line Ashmont train to JFK/UMass (formerly Columbia) station and the free bus to the campus. Once on campus, go to level 2 and take the catwalk to the Library entrance. Room information will be posted. Boston site contact: Kathleen FitzPatrick (617-929-7271).

The *Northampton* site is the Northampton Institution for Savings, 109 Main St. Northampton is about 18 miles north of Springfield, and about 19 miles south of Greenfield, on I-91. From the south: follow I-91 to Exit 18, go left onto Rte. 5, and proceed 1 mile to Main St. Turn left; the program site is on the right. From the north: follow I-91 to Exit 20, then follow King St. to Main St. (about 1.3 miles). Turn right: the program site is on the right. Use the Gothic St. entrance. The program is in the Community Room. Northampton contact: Richard Lombardi (413-586-8856).

The *Worcester* program will take place at the Regional Transmission Center, Oxford, MA. From the east or west, take I-90 (Mass. Pike) to the Auburn/290 exit. Proceed to 20 West; follow 20 West until you pass Periwinkles Pub on the left. At the fork bear right, remaining on 20 West. Take the first right and follow the drive to the top of the hill. Worcester contact: Carol Fornier (617-791-6266).

The *Providence* site is WSBE-TV Channel 36, 24 Mason St. From the north: follow I-95 to Providence. Take the Atwells Ave. exit. Stay on the right of the exit ramp. Take the first right after the ramp (Atwells Ave.), then the second right (Bradford St.). Continue on Bradford St. to Exchange St. Turn right and go under the overpass and past the traffic light. 24 Mason St. is the grey building on the right, just past the Civic Center parking lot. Park in this lot or across the street. From the south: follow I-95 to Providence. Take the West Exchange St. exit. Stay on the right of the exit ramp. At the end of the ramp turn right onto Exchange St. 24 Mason St. is the grey building on the right.
(See parking instructions above.)
Providence contact: Rita Stein (401-277-3636).

U.S. Small Business Administration
150 Causeway Street
Boston, Massachusetts 02114

Official Business
Penalty for Private Use, $300

Third Class Bulk Rate
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